

09/04/01
NRI FAQ's

Helpful Hints:

1. If you have an NRI award and have questions regarding its administration, consult the Terms and Conditions that accompanied your official award notification.
2. Abstracts of funded NRI research, NRI Annual Reports and NRI Research Highlights and much more can be found at the NRI web site www.reeusda.gov/nri/ to serve as helpful resources.
3. Below are FAQ's that can provide additional guidance.

NRI PROGRAM DESCRIPTION AND APPLICATION KIT:

****** Some of the information in the NRI Application Kit and NRI Program Description are inconsistent. Which one should I follow.

Neither, the NRI Application Kit and NRI Program Description are not to be used beginning with FY 2002.

The former NRI Application Kit and NRI Program Description are now consolidated into the FY 2002 NRI Program Description and Guidelines for Proposal Preparation. Please pay special attention to the "Please Read Section: at the beginning of the FY 2002 NRI Program Description and Guidelines for Proposal Preparation for additional information on important changes in NRI policies and procedures for this year.

SUBMISSION DEADLINE:

******Can a proposal be submitted after the deadline date?

To be considered for funding in any fiscal year, proposals must be transmitted by the deadline date indicated by postmark or date on a courier bill of lading. It is expected that late proposals will only be accepted under EXTREME circumstances such as natural disasters that close institutions on the deadline date. Situations of this kind require written justification and are subject to USDA administrative approval.

See the applicable fiscal year's NRI Program Description for deadline dates.

******What if the submission deadline falls on a weekend or holiday?

When the deadline date falls on a weekend or Federal holiday, transmission must be made by the following business day.

ELIGIBILITY:

******Would the NRI consider funding a project where a key participant is from a non-United States organization?

Only United States (US) organizations are eligible to apply for NRI grants. This includes US organizations that may not be located in the US. Proposals submitted from a US organization may involve key participants (a co- project director or a collaborator) from non-US organizations. US organizations may subcontract up to 49 percent of their total direct costs to another organization, including non-US organization(s).

****Do I need to be a United States citizen to apply for a Postdoctoral Fellowship? Is a Green Card sufficient?**

Yes, you need to have United States (US) citizenship. A green card does not provide US citizenship; therefore it is not sufficient.

****Who is eligible to apply for post-doctoral fellowships?**

To be eligible for post-doctoral fellowships, the applicant must meet the following requirements:

a. The doctoral degree must be received no earlier than January 1 of the fiscal year three years prior to submission of the proposal, and no later than July 31 of the fiscal year during which the proposal is submitted.

For example, for FY 2002, the degree date must be between Jan. 1, 1999 and July 31, 2002.

b. The individual must be a citizen of the United States.

c. The applicant must have identified an established investigator as a mentor who will provide the necessary facilities, space, materials, and scientific guidance needed for the proposed project. The host institution must also concur with such arrangements.

d. The applicant must work on a project relevant to one of the program areas described in the applicable fiscal year's NRI Program Description. The project should initiate the postdoctoral student's independent research program, rather than serve as an extension of ongoing projects in the mentor's laboratory.

****For the doctoral degree requirements, may an individual who just has a DVM apply for a postdoctoral award? If yes can that person be seeking the Ph.D.?**

The answer to both questions is "yes". The DVM degree is a doctoral degree; therefore, a DVM (without a Ph.D.) may apply for an NRI postdoctoral award. The DVM applicant may request support for two years of research that can be a part of a DVM's Ph.D. degree program. Note that the DVM applicant must fulfill all the postdoctoral requirements listed in the NRI Program Description. For example, the timeline for doctoral degree completion – DVM or Ph.D. - (after January 1, 1999 and by July 31, 2002 for fiscal year 2002 applications) must still be met.

****If I want to be considered for a new investigator award, can I list a more established investigator as a co-project director?**

All project directors listed on the Proposal Cover Page (CSREES-2002) must fulfill all eligibility requirements listed in the applicable fiscal year's NRI Program Description to qualify as a new investigator. If the more established investigator does not qualify as a new investigator, that individual can still be included in the project as a collaborator. In order to collaborate with a more established investigator on your project, you should obtain a letter of collaboration from this individual, and include it and their CV (curriculum vitae) as an attachment behind your own CV in your grant application. As with all applications, the role(s) of the participant(s) should be clearly delineated.

**** How do I determine if I qualify for a Strengthening Award?**

To determine whether you qualify for a Strengthening Award, please refer to Table 1 and Figure 1 of the applicable fiscal year's NRI Program Description and Guidelines for Proposal Preparation. Table 1 is a list of the most successful institutions receiving federal funds. To be eligible, your institution's name must **NOT** appear on this list. Figure 1 is a flow chart that will lead you through a series of questions that determine your eligibility for a Strengthening Award.

****Do I qualify for a strengthening grant if I am in an EPSCoR (Experimental Program for Stimulating Competitive Research) state and have never received an NRI award as a project director, however, two years ago I was listed as the co-project director on an NRI award (but I only work on a small part of that award and it hasn't benefited my own research program)?**

Any co-project director listed on the Proposal Cover Page (CSREES-2002) for a Strengthening Award is no longer eligible if the original award was made less than 5 years before applying for the strengthening grant. If you were designated as a collaborator on the original award, then you would be eligible to apply for a Strengthening Award.

****I am not a U.S. citizen, am I eligible to compete for NRI awards? For New Investigator awards?**

Except for postdoctoral fellowships, citizens of countries other than the United States (US) are eligible to compete for NRI awards (including new investigator awards) as long as they are employed at an US organization. Applications may be submitted by any state agricultural experiment station, college, university, other research institution or organization, federal agency, national laboratory, private organization, corporation, or individual. Applicants for postdoctoral fellowships must be citizens of the US.

APPLICATION FORMS:

**** On the Proposal Cover Page (CSREES-2002), box 11 asks for a DUNS number -- What is it and how do I obtain one?**

A DUNS number is unique identifier (nine-digit number) assigned by Dun & Bradstreet Information Services. It plays an important role in the Federal government's procurement and electronic commerce practices and is relevant to universities and non-profits as well as companies. Applicants need to check with their institutional grants office or financial office to see if they have a DUNS number, and if they do not have one, to get one from Dun & Bradstreet in order to fill out Box 11 on the Proposal Cover Page (CSREES-2002). To obtain a DUNS number, the institutions Authorized Organizational Representative should contact Dun & Bradstreet.

Telephone 1-800-333-0505

E-mail globalinfo@mail.dnb.com

Internet <http://www.customerservice@dnb.com>

****I received a standard research Strengthening Award in 1997. When am I eligible for another standard research Strengthening Award?**

The requirement is that you must not have received an NRI award in the last 5 years. The clock starts ticking from the start date of your last NRI award, excluding equipment, seed, research career enhancement and postdoctoral awards, but including standard awards. Thus you will be eligible again in 2002, provided you did not receive another NRI grant after 1997. If you received the previous Strengthening Award on September 1, 1997, you are eligible to receive another Strengthening Award after August 31, 2002 (e.g., in the fiscal year 2002 competition).

****How do I determine if I qualify for a New Investigator award?**

First, begin by reading the section in the applicable fiscal year's NRI Program Description entitled "New Investigator Awards." Eligibility requirements are outlined below.

- a. Project Directors who are beginning their research careers, do not have an extensive research publication record, and have less than five years postgraduate, career-track research experience may submit proposals as new investigators.
- b. Applicants may not have received competitively awarded Federal research funds beyond pre- or postdoctoral research awards.
- c. The proposal must contain documentation that lists all prior Federal research support.
- d. All project and co-project directors must meet all of the New Investigator eligibility requirements as described within this section. Research colleagues who do not meet eligibility requirements should be designated only as collaborators and should not be

listed on the Proposal Cover Page.

e. Applications may be submitted by any State agricultural experiment station, college, university, other research institution or organization, Federal agency, national laboratory, private organization, corporation, or individual that meets the above criteria.

f. Proposals submitted by non-United States organizations will not be considered for support.

****How many pages of text and diagrams or tables may be included in the project description section?**

The requirement for Standard Research Grants and Standard Strengthening Research Project Awards, is that the Project Description section may not exceed a total of 18 single - or double-spaced pages, including figures and tables. The requirement for Research Career Enhancement Awards (Sabbatical Awards), Equipment Grants, and Seed Grants is that the Project Description section may not exceed a total of 7 single or double-spaced pages, including figures and tables. These page limitations apply regardless of whether figures or tables are included. All pages, including those with figures and tables, should be numbered sequentially. Proposals exceeding this page limitation may be returned without review.

****What start date can I put on my application (how soon could I begin the project if it is funded)?**

See the applicable fiscal years NRI Program Description for submission deadline dates. For programs with November or December submission deadlines, the earliest possible start dates could be June through September of the applicable year. For programs with January or February deadlines, the earliest possible start dates could be July through September of the applicable year. CSREES will accommodate the requested start date if possible; however, the start date as indicated by the period of performance shall be no later than December 15 of the applicable year. The period of performance, as stated in the award document, is the period in which Federal sponsorship begins and ends. This means that only those costs incurred for the project during the period of performance may be charged to the award. However, if a project must start prior to the period of performance, the grantee does so at its own risk. When an award is issued, the grantee may initiate, if necessary, pre-award procedures in accordance with the award terms and conditions.

****On the Proposal Cover Page (CSREES-2002), how should box 8 be completed?**

Box 8 (Program Area and Number): Enter an NRI program area and its program code, (e.g., Plant Genetic Mechanisms, 52.2, or Animal Health and Well-Being, 44.0). See the applicable fiscal year's NRI Program Description for the program areas and their codes.

****I am resubmitting a renewal application—which box should I check on the Proposal Cover Page (CSREES-2002), the “renewal” or “resubmission” box?**

In the new application kit which went into effect this year 2002, a new category has now been added to this section called “Resubmitted Renewal.” This box should be checked.

****Can I check more than one box on the Project Summary Form (CSREES-2003)?**

Yes. Some projects are eligible in more than 1 category (e.g., new investigator and standard strengthening). Please note that you are only eligible for one award per project. It does not reduce your chances of obtaining funds to check more than 1 box. For the strengthening and new investigator proposals, the NRI Program Director will recommend proposals for funding from set aside funds; if more than 1 box is checked and the proposal is highly ranked, the Program Director will select the category which would help improve the applicant's chances for funding.

****I’m resubmitting a proposal. How do I respond to previous reviewers’ comments?**

Proposals that are resubmissions must respond to the previous submission’s panel summary. The response should be no more than one page in length, titled “RESPONSE TO PREVIOUS REVIEW,” which is to be placed directly after the Project Summary Form (CSREES-2003). This section no longer is counted within the page limitations for the Project Description.

****Who must submit a Curriculum Vitae (CV) and Conflict of Interest (COI) list?**

Each project director listed in block 15 of the Proposal Cover Page (CSREES-2002), as well as all collaborators and other senior personnel, need to submit a CV and COI Form (CSREES-2007). A COI Form is required for each CV that is included in the application. A COI list must be submitted before a proposal is considered complete. Inclusion of a CV or publication list in lieu of a COI Form (CSREES-2007) is not sufficient. Thus, if a CV is included for an individual, it is assumed that the individual will be involved significantly in the project (expectation of co-authorship on ensuing publications) beyond simply providing reagents or other tools from which co-authorship would not be expected.

****Who must submit a Current and Pending Support and how much detail is required for descriptions of projects listed?**

The project director and any co-project directors listed on the Proposal Cover Page (Form CSREES-2002) must submit a Current and Pending Support (Form CSREES-2005), whether or not salary support for the person(s) involved is included in the budget. Current and Pending Support for the mentor of postdoctoral applicants should also be submitted as documentation of on-going work in the mentor’s laboratory. In addition to completing the form, investigators must include a brief statement of research objectives or project summaries for all projects listed in Current and Pending Support, including training

grants, formula funding and other forms of intramural support, that could be deemed through the review process as potentially overlapping with the submitted proposal based on project title.

****Should I get letters of support from my collaborators?**

Letters of support should be provided to assure peer reviewers that the collaborators involved have agreed to render their service.

BUDGET:

****How do I calculate indirect costs?**

CSREES is prohibited from paying indirect costs exceeding 19 percent of the total Federal funds on NRI awards. This limitation is equivalent to 23.456 percent of the total direct costs of an award on Budget form (Line J on form CSREES-2004). The only exception is for Equipment Grants, Conference Grants, and awards issued to individuals on which indirect costs are not allowed.

The maximum amount of indirect costs allowed is the lesser of the amounts as determined by applying the negotiated institutional rate or the maximum allowable rate mandated by Congress (currently 19% of Total Federal Funds Awarded) to the applicable base. In order to determine the lesser of the two amounts, each amount must first be determined. The negotiated institutional rate is determined by multiplying the established rate by the base. The maximum allowable rate is determined by multiplying 19% by the total amount awarded to the institution (another method of calculating the maximum allowable is 23.456 percent of Total Direct Costs). See examples below.

Example 1: (When the university's negotiated rate is based on modified total direct costs).

Total amount requested -- $\$100,000 \times 19\%$ TFFA (Congressional Limit) = \$19,000
Modified total direct costs -- $\$40,000 \times 50\%$ (Negotiated Research Rate) = \$20,000

The lesser amount above is \$19,000, so the Congressionally mandated 19% of Total Federal Funds Awarded (TFFA) would be used as the maximum amount under the award agreement.

Example 2: (When the university's negotiated rate is based on modified total direct costs).

Total amount requested -- $\$100,000 \times 19\%$ TFFA (Congressional Limit) = \$19,000
Modified total direct costs -- $\$40,000 \times 40\%$ (Negotiated Research Rate) = \$16,000

The lesser amount above is \$16,000, so the negotiated rate of 40% of modified total direct costs (MTDC) would be used as the maximum amount under the award agreement.

****If the primary applicant requests the maximum amount of allowable indirect costs, can indirect costs be requested on a subcontract?**

Yes. The maximum allowable indirect costs for the primary applicant and the maximum allowable for the subcontract are separate calculations. The maximum allowable would be the lesser of the negotiated institutional rate or the maximum allowable rate mandated by Congress to the applicable base. First, determine the maximum allowable indirect costs for the subcontract, then include the total subcontract (total of direct and indirect costs) on line J. of the Budget form (CSREES-2004) for the primary requestor. Second, determine the maximum allowable indirect costs for the primary requestor.

****Can I charge indirect costs on a subcontract, even if it causes the total indirect cost charged to the project to exceed the cap?**

Yes. Institutions with which you subcontract portions of your NRI award are allowed to recover indirect costs not to exceed the lesser of the current cap of 19 percent of the total federal funds included in the subcontract or the subcontractor's negotiated rate. The total cost of the subcontract, including indirect costs, should then be placed in line I. (All Other Direct Costs) on the Budget form (CSREES-2004) of the primary applicant. The primary applicant would then determine the applicable amount of indirect cost per their budget (i.e., the lesser of the current cap of 19 percent of total Federal funds or the primary applicant's negotiated rate). Your institution is in essence recovering the administrative cost involved with the subcontract.

****I'm subcontracting part of the project. How do I show this in my budget?**

As lead institution, you would list the total amount of the subcontract on line I: All Other Direct Costs on the Budget form (CSREES-2004). If there is more than one subcontract, list each separately with the cost. A separate budget form must be filled out for each subcontract. Each subcontractual budget must be justified on a separate piece of paper placed immediately behind the corresponding Budget form.

****Should I submit budget pages for my co-project director's institution?**

A budget must be submitted for the primary recipient. If a third party is to receive funding via a subaward, then a budget must also be included for the subaward. The same level of detail required for the primary recipient's budget is required for the subaward budget. Therefore, a budget need only be submitted for a co-project director(s) institution if there is a subaward with the institution.

****Is a budget narrative required for subcontractors?**

A budget narrative must accompany every budget. The narrative should provide the details (e.g., justification including associated costs) for all budget categories for which support is requested. A budget is required for the primary recipient and any subcontract;

therefore, a budget narrative is required for both the primary recipient and any subcontract.

****Can I transfer funds from materials and supplies into the salary category so that I can hire a technician?**

Refer to the award agreement to determine the applicable terms and conditions.

For those awards with Federal Demonstration Partnership Terms and Conditions or General Terms and Conditions-A, the awardee has the authority to approve budget changes at the institutional level (i.e., USDA approval is not required). Refer to the applicable terms and conditions accompanying the award for more details.

For those awards where General Terms and Conditions-B apply, you can transfer up to 10% of the total budget of the award may be transferred between categories (i.e., USDA approval is not required) unless the transfer involves a restricted item or an unallowable cost. For amounts over 10% of the total budget, you need to write a letter to the USDA's Authorized Departmental Officer (ADO) to request permission for the transfer. The letter must have signatures from both the project director and the Authorized Organizational Representative (AOR). Refer to the General Terms and Conditions-B accompanying the award for more details.

****Is there a cap on the amount of funding I can request?**

- a. Standard Research Project Awards are not capped; however, NRI Programs are not likely to exceed a total budget (including indirect costs) of \$X for 3 - 4 years of support unless otherwise noted.

\$X for each program in FY 2002 is listed below.

Natural Resources and the Environment

Plant Responses to the Environment: \$300,000

Managed Ecosystems: \$450,000

Soils and Soils Biology: \$300,000

Watershed Processes and Water Resources: \$325,000

Enhancing Value and Use of Agricultural and Forest Products

Food Characterization/Process/Product Research: \$300,000

Non-Food Characterization/Process/Product Research: \$300,000

Nutrition, Food Safety and Health

Improving Human Nutrition for Optimal Health: \$300,000

Food Safety: \$300,000

Epidemiological Approaches for Food Safety: \$1,500,000

Animals

Animal Reproduction: \$300,000

Animal Growth and Nutrient Utilization: \$300,000

Animal Genome and Genetic Mechanisms: \$300,000

Animal Health and Well-Being: \$300,000 (except relevant microbial genome submissions the total years of support is 2-4)

Biology and Management of Pests and Beneficial Organisms

Entomology and Nematology: \$300,000 (the total years of support is 2-4)

Biologically Based Pest Management: \$300,000 (the total years of support is 2-4)

Biology of Plant-Microbe Associations: \$300,000

Biology of Weedy and Invasive Plants: \$300,000

Plants

Plant Genetic Mechanisms (includes Plant Genome): \$300,000

Plant Growth and Development: \$300,000

Plant Biochemistry: \$300,000

Markets, Trade and Rural Development

Markets and Trade: \$200,000

Rural Development: \$200,000

- b. Research Career Enhancement Awards (Sabbatical Awards) are limited to one year's salary and funds for travel and supplies.
- c. Equipment Grants are limited to one major piece of equipment within the cost range of \$10,000-\$250,000. The amount requested can not exceed 50 percent of this cost or \$50,000, whichever is less. Unless waived, it is the responsibility of the project director to secure the required matching funds with non-Federal funds. A letter(s) from the organization(s) committed to providing the remaining non-federal funds must be included in the proposal. The requirement for matching funds is waived if the award is to a small or mid-sized institution with limited institutional success and if the equipment to be acquired costs not more than \$25,000 and either has multiple uses within a single research project or is useable in more than one research project.
- d. Seed Grants are limited to a total of \$75,000 (including indirect costs) for two years and are not renewable.
- e. Postdoctoral awards are limited to a total award of \$90,000 and two years duration and are not renewable.

AWARDS:

****Where can I find information about past NRI awards?**

Abstracts of previously funded NRI awards can be found at:

<http://www.reeusda.gov/nri>

Click on News, Results, Reports

****When and how will I know whether I am recommended to receive an award?**

In general, if your proposal is **RECOMMENDED** for funding you will receive a telephone call within 2 weeks after the panel meeting has adjourned by either the NRI program Panel Manager or Program Director informing you of such. Next, the Program Director will fax you an award notification document, which contains a list of materials needed to initiate processing of the award. This material should be completed and returned as soon as possible in order to minimize delays in review and preparation of the award. The Office of Extramural Programs (OEP) then performs the administrative review and preparation of the official award. The OEP process should be expected to take a minimum of 45 days.

It is important that you provide updated information to the relevant NRI Program Director about changes to your email, and telephone and fax number to minimize delays.

**** What is the range of award sizes and success rates for NRI programs?**

In **Fiscal Year 2000**, the average grant award and duration for Standard Research Projects (excluding Research Career Enhancement Awards, Equipment Grants, Seed Grants, conferences, continuing increments and supplements) was \$180,473 for 2.4 years. The range of award sizes (dollar amounts) and success rate (percentage) for NRI programs in **Fiscal Year 2001** are listed below:

Natural Resources and the Environment

Plant Responses to the Environment: \$120,000 - \$230,000 (18%)

Soils and Soil Biology: \$70,600 - \$315,000 (15%)

Watershed Processes and Water Resources: \$65,000 - \$325,000 (14%)

Agricultural Systems: \$122,657 - \$363,000 (15%)

Enhancing Value and Use of Agricultural and Forest Systems

Food Characterization/Process/Product Research: \$76,980 - \$233,000 (15%)

Non-Food Characterization/Process/Product Research: \$65,318 - \$300,000 (17%)

Improved Utilization of Wood and Wood Fiber: \$60,000 - 274,100 (17%)

Nutrition, Food Safety and Health

Improving Human Nutrition of Optimal Health: \$155,971 - \$400,000 (17%)

Food Safety: \$123,000 - \$370,000 (21%)

Epidemiological Approaches for Food Safety: \$231,483 - \$1,391,326 (19%)

Animals

Animal Reproductive Efficiency: \$101,606 - \$275,000 (23%)

Animal Growth and Nutrient Utilization: \$130,000 - 285,000 (20%)

Animal Genome and Genetic Mechanisms: \$150,000 - \$350,000 (20%)
Animal Health and Well-Being: \$90,000 - \$400,000 (20%)

Biology and Management of Pests and Beneficial Organisms

Entomology and Nematology: \$100,000 - \$300,000 (19%)
Biologically Based Pest Management: \$48,117 - \$299,441 (22%)
Biology of Plant-Microbe Associations: \$131,000 - \$300,000 (19%)
Biology of Weedy and Invasive Plants: \$165,000 - \$290,000 (15%)

Plants

Plant Genetic Mechanisms (includes Plant Genome): \$120,000 - \$270,000 (24%)
Plant Growth and Development: \$120,000 - \$200,000 (28%)
Plant Biochemistry: \$100,000 - \$205,000 (29%)

Markets, Trade and Rural Development

Markets and Trade: \$10,000 - \$180,000 (25%)
Rural Development: \$10,000 - \$215,000 (22%)

****How soon will I receive funding?**

Funds are generally available at the time you receive the official award for use towards project costs incurred during the award period and the approved preaward period, if applicable.

****What are the procedures for initiating a 90-day preaward account to begin spending from an NRI award before the award reaches my organization?**

If an award has not been issued, then any costs incurred on a project are made at the grantee's risk. Note that costs incurred prior to an award does not impose any obligation on USDA. If a project is funded by the NRI, preaward procedures may be followed, if needed, after an award has been issued. When the preaward costs are approved through the appropriate procedures, grant funds may be applied to the preaward costs accordingly.

To determine the appropriate procedures, the awardee should first study the applicable terms and conditions accompanying the award.

For those awards with Federal Demonstration Partnership Terms and Conditions or General Terms and Conditions-A, the institution has the authority to approve preaward costs for the 90-day period preceding the award period. In such cases, the institutional procedures must be followed accordingly.

For those awards with General Terms and Conditions-B, the awardee must request and receive approval for preaward costs from the USDA's Authorized Departmental Officer (ADO). Such a request must include a justification for the incurrence of the preaward costs and, if the costs are not reflected in the CSREES approved budget, a general

breakdown of how the funds were used along with the dollar amounts. The awardee should refer to the General Terms and Conditions-B for further details.

Regardless of the applicable terms and conditions, pre-award costs incurred prior to the 90-day period immediately preceding the effective start date of the award must receive written approval from the USDA's Authorized Departmental Officer (ADO).

TRANSFERRING AN AWARD:

****I currently have an NRI award and I plan to move to a new institution. Can the award be transferred to the new institution? What are the procedures for transferring an award to a new institution? How long does this process take?**

NRI awards can be transferred to a new institution provided that the original institution (the official grantee) agrees to relinquish the award and the institution to which the award is to be transferred meets the eligibility factors of the NRI Program. (e.g., for Equipment Grants). Please see the next FAQ for conditions for transferring a NRI postdoctoral fellowship.

The limiting factor to transferring NRI awards between institutions is obtaining the Financial Status Report (Form SF-269) from the original institution, which will usually not be completed until about 8 weeks after the project director leaves the original institution.

To transfer NRI awards, the principal investigator should contact the relevant NRI Program Director and submit an original and two copies of the following information to the Program Director. Please submit all the information at one time, if possible.

From the original institution:

- a. If the award is to expire within 90 days, then the institution should extend the award via a no-cost extension.
- b. Form SF-269 (Financial Status Report) indicating the total amount of grant funds being transferred to the new institution. This form is prepared and signed by the Authorized Organizational Representative (AOR) from the original institution.
- c. Letter to the NRI Program Director from the AOR of the original institution relinquishing the grant funds.
- d. Summary of progress to date on the original award (prepared by the principal investigator).

From the new institution:

- a. Form CSREES-2002 (Proposal Cover Page) with signatures of the project director and the AOR from the new institution.
- b. Form CSREES-2004 (Budget) and a Budget Narrative for the amount of the award to be transferred. This amount should agree with the dollar value shown on the SF-269 from the original institution.
- c. Form CSREES-2008 (Assurance Statements), if applicable, with appropriate signatures.
- d. Form CSREES-2006 (National Environmental Policy Act Exclusions Form).
- e. Form CSREES-2005 (Current and Pending Support).
- f. Curriculum vitae for the project director reflecting change to the new institution.
- g. Project Summary/Work Statement describing the remaining work to be completed and a time frame for completing the objectives. The objectives must be the same as those outlined in the original proposal.

After submitting all of the requested information to the relevant NRI Program Director, please allow 6-8 weeks for the award to be transferred to the new institution.

****If I have partially completed a NRI postdoctoral fellowship and have accepted a job position (e.g., Assistant Professor) at another institution, can I transfer the remaining funds from my postdoctoral fellowship to use for supplies/salary/etc. to complete the studies described in my postdoctoral fellowship at my new institution?**

The funds may be transferred to the institution employing the individual that received the postdoctoral fellowship so long as the funds are used by the individual to carryout the objectives of the fellowship. Note that in such a transfer, the award is no longer in fellowship status, therefore, funds are not subject to the fellowship limitations. See project director transfer information for detail on how to initiate such a transfer.

NO COST EXTENSION:

****What is the limit on duration of awards?**

The award is limited to the length of time included in the award document (Form CSREES-2009), plus authorized and approved no-cost extensions of time. However, in no case may such time exceed 5-years duration.

****What can I do if my grant is about to expire and I still have money to spend?**

If a grant is due to expire and funds are remaining, the awardee may continue project activities by extending the life of the grant. The awardee should refer to the applicable “Terms and Conditions” of the award for guidance regarding a no-cost extension.

****Who should I contact if I have questions about the programmatic review of my NRI proposal?**

Within 60 days of the submission deadline you should receive an acknowledgement letter from the program to which you applied. Please contact the relevant NRI Program Director. For a recent listing of NRI Program Directors refer to the applicable fiscal year’s NRI Program Description or the staff directory listed on this web page:

www.reeusda.gov/nri/

CONTACT INFORMATION:

****Who should I contact if I have questions about the processing and preparation of the official NRI award?**

For the following programs the USDA’s Authorized Departmental Officer (ADO) can be reached at either the Agreements and Special Projects Branch* or the Grants Management Branch**. Contact information appears at the end of this list.

Natural Resources and the Environment

- **Plant Responses to the Environment**
- *Managed Ecosystems**
- **Soils and Soils Biology**
- *Watershed Processes and Water Resources**

Enhancing Value and Use of Agricultural and Forest Products

- **Food Characterization/Process/Product Research**
- **Non-Food Characterization/Process/Product Research**

Nutrition, Food Safety and Health

- *Improving Human Nutrition for Optimal Health**
- **Food Safety**
- *Epidemiological Approaches for Food Safety**

Animals

- **Animal Reproduction**
- **Animal Growth and Nutrient Utilization**
- **Animal Genome and Genetic Mechanisms**
- **Animal Health and Well-Being**

Biology and Management of Pests and Beneficial Organisms

- *Entomology and Nematology**
- *Biological Based Pest Management**

- *Biology of Plant-Microbe Associations
- *Biology of Weedy and Invasive Plants

Plants

- **Plant Genome
- *Plant Genetic Mechanisms
- *Plant Growth and Development
- **Plant Biochemistry
- *US Rice Genome Sequencing Project

Markets, Trade and Rural Development

- *Markets and Trade
- *Rural Development

*Agreements and Special Projects Branch
Office of Extramural Programs
Cooperative State Research, Education, and Extension Service
U.S. Department of Agriculture
STOP 2295
1400 Independence Avenue, S.W.
Washington, D.C. 20250-2295
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